



Forest Heights Police Department Policy and Procedures Manual

Subject:	Use of Force Reporting			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 14	Section: 4	Number of Pages:	3	Replaces: GO 2000-15
Original Issue: 01/01/16		Dates Revised:		

A. Purpose

To provide Forest Heights Police Department (FHPD) officers with procedures that must be followed after force is used against a suspect.

B. Policy

Officers will report use-of-force incidents in compliance with this policy.

C. Initial Notification Procedures

1. Whenever officers use force resulting in a life-threatening injury or death the officer will immediately notify his supervisor.
2. The supervisor will notify the FHPD Chief.
3. The criminal investigation leading to, or as a result of, the incident will be conducted by the appropriate authority, i.e., Prince George's County Police Department, Maryland State Police, U.S. Attorney.

NOTE: The administrative investigation will be coordinated by a supervisor, FHPD Deputy Chief, or FHPD Chief.

D. Officers Responsibilities and Rights

An officer involved in a use-of-force or deadly force incident:

1. should not discuss the incident with anyone other than the FHPD Chief, his supervisor, the investigators assigned to conduct the criminal and administrative investigations of the incident, or his counsel until authorized by the FHPD Chief;
2. will be afforded their rights provided by law and FHPD policy; and
3. must be permitted legal representation, if requested.

E. Initial Response to Shooting and Deadly Force Incidents

When an officer is involved in shooting or deadly force incident, the FHPD Chief will ensure that the officer is:

1. offered the services of a Critical Incident Response Team;
2. scheduled for an appointment with a FHPD designated physician within 24 hours of the incident or the next business day;
3. escorted or transported home;
4. placed in an off-duty status without charge to leave until a duty status determination is made; and
5. scheduled for an after-action training session that is focused on reinforcing officer survival skills.
 - a. The one-on-one training session is non-punitive and is designed to build confidence.
 - b. The training details will be determined by the training officer in consultation with the FHPD Chief and the FHPD designated physician.

F. Reporting Requirements

1. Whenever the level of force used during an arrest, or while a suspect is in custody, is greater than what is required during routine handcuffing procedures, or whenever a prisoner alleges that he has been injured during an arrest or while in custody:
 - a. each supervisor will complete and submit a Use of Force Report;
 - b. an Incident Report will be completed for the initial incident (a separate Incident Report is not required to document the use of force); and
 - c. the reporting officer will include the details of the use of force in the Incident Report.
2. In any case when a prisoner is injured, photographs of the injuries will be taken.
3. Use of a Firearm
 - a. An officer who discharges his firearm at a firing range will not be required to submit any reports under this subsection.
 - b. An officer who discharges his firearm to kill an animal that is sick, injured or a threat to the general public will submit an Incident Report.
 - c. The Supervisor of an officer who discharges his firearm to kill or attempt to kill an animal within a residence or its common curtilage will report the incident to the FHPD Chief immediately.
4. Except as noted above, whenever an officer discharges a firearm in the performance of his duty, or uses force that results in injury or death, he will submit the following to his Supervisor by the end of the shift during which the incident occurred:
 - a. a Use of Force Form;
 - b. a copy of the Incident Report that is generated for the initial incident; and
 - c. any related documents or photographs.
5. The officer's Supervisor will complete the endorsement and send all of the information to Chief.

G. Intentional or Unintentional Discharge of Firearms

1. With the exception of practice on the firing range, every discharge of a firearm, whether intentional or unintentional, is subject to administrative review to determine whether such action was in conformance with FHPD policy and procedures.
2. An officer who discharges a firearm will:
 - a. secure the scene to the best of his ability;
 - b. render aid within his level of training and request emergency medical services if a person is injured; and
 - c. notify a supervisor and if a Supervisor or the FHPD Chief cannot be contacted, the officer will contact the Prince George's County Police Department's shift supervisor, who should take charge of the investigation until such time as the FHPD Chief or supervisor is contacted.
3. The supervisor who is notified of a firearms discharge will:
 - a. ensure that emergency medical services are notified, if requested by the officer;
 - b. notify the FHPD Chief;
 - c. respond to the scene and begin to gather the facts surrounding the discharge;
 - d. when the scene is safe, secure the firearm involved in the discharge for further investigation; the officer's firearm will not be taken in the presence of the suspect, a witness or the media;
 - e. ensure evidence is identified and secured; and
 - f. ensure that the Chief or Deputy Chief and Mayor of the Town of Forest Heights are notified.
4. The On-Duty Supervisor of the officer who discharged the firearm will:

Chapter 14 Section 4

- a. respond to the scene;
 - b. ensure that the condition of the officer's firearm is documented to include the number of rounds ammunition in each magazine;
 - c. inform and consult with the FHPD Chief to determine who will conduct the investigation which generally will be the Prince George's County Police Department (PGCoPD)
 - (1) For discharges that are unintentional and no injuries are sustained, the FHPD Chief will designate who will conduct the administrative investigation.
 - (2) For discharges that are intentional or those which are unintentional and cause personal injury, the PGCoPD will respond to the scene and will conduct the investigation.
 - d. arrange for an immediate replacement firearm be issued to the involved officer.
5. Examining Officer's Firearm
- a. If it is determined that an officer's firearm needs to be examined and/or tested by a forensic sciences laboratory, a crime scene technician, supervisor or investigator will transport the firearm and provide a copy of the report to the investigator.
 - b. The chain of custody signatures will be recorded on the appropriate form as the firearms is delivered to the next person receiving the firearm.
 - c. After a forensic sciences laboratory has completed the examination and testing, the firearm will be forwarded to FHPD and inspected by a FHPD approved armorer before reissue.
 - d. Officers will obtain replacement firearms directly from the FHPD

H. Administrative Review

- 1. After completion of an investigation of the discharge of a firearm, use of force incident or use of deadly force incident by an officer, the investigative report will be sent directly to the FHPD Chief.
- 2. The investigative summary will include a recommendation that the incident either "conformed with FHPD policy and procedure" or "did not conform with FHPD policy and procedure."
- 3. The FHPD Chief will prepare an endorsement to the investigative report, and include a brief summary of the facts which contributed to the officer's decision to use his weapon or force.
- 4. The FHPD Chief will state in his endorsement whether or not the officer conformed with FHPD policy and procedure.
- 5. If the FHPD Chief determines that the officer conformed with FHPD policy and procedure, the Chief will inform the officer of his decision and forward the report to Town of Forest Heights Mayor.
- 6. If the Chief determines that the officer has not conformed with FHPD policy and procedure, the Chief will initiate disciplinary procedures.
- 7. After completing the investigation of any discharge of a firearm, use of force incident resulting in injury to a prisoner or other person, or deadly force incident involving officers, the FHPD Chief will forward a copy of the report to Town of Forest Heights Mayor.